OAB Course Development Process

Priority of OAB Course Reviews:

Priority 1: Courses offered online that are assigned by Deans for development as a district template.

Priority 2: Courses offered as hybrid or blended that are assigned by Deans for development as a district template.

Priority 3: Courses offered online or hybrid that have been approved by OAB as a single course, but not as a template.

Process

1. Courses offered online are identified twice a year (April and October) audit. The audit is conducted by the Director of eLearning based on long-semester data.
   a. The audit compares future semester courses offered online, with those in the approved OAB database.
2. District Discipline Dean, along with discipline lead, determine lead faculty and development team members that will be responsible for creating the district template.
   a. Must be a subject matter expert;
   b. Current full-time or adjunct faculty, or staff;
   c. Completed the updated version of Teaching with Canvas;
   d. Completed one QM (APPQMR or IYOC) workshop.
3. A district template course shell will be created in Canvas, if one is not present.
4. eLC will upload the Canvas Course Framework into the template, from Canvas Commons.
5. Lead faculty will be added to the district template in a teacher role, and can add any additional team members. The lead faculty will assume the role of course representative.
6. The OAB coordinator will add reviewers to the course shell.
   a. oab.review is added as a student for the SME and 3rd reviewer;
   b. oab.lead is added as a designer for the chair to check Ally score and link validation.
7. Template development team will develop a district template that meets OAB standards per the current OAB checklist. The following should be included:
   a. A copy of a Concourse Syllabus as a PDF and marked Sample;
   b. Canvas Course Framework or similar components;
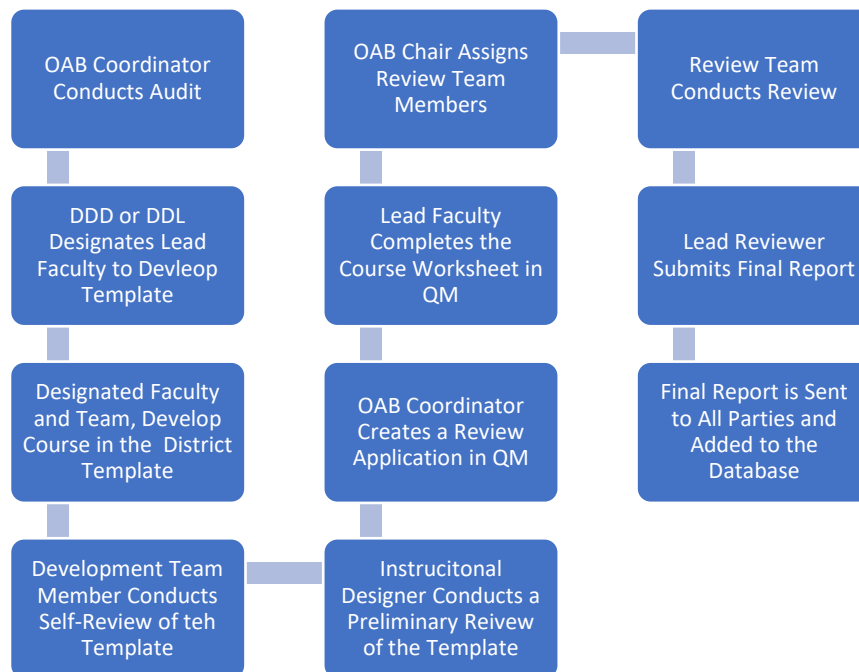   c. Noted placeholders on the homepage for adopting faculty to add name, email, office, etc.;

      d.   Instructions for use of the template for adopting faculty, including publisher content and integration information.

8. When the course has been fully developed in the district template course shell, the lead faculty will contact the OAB coordinator via email.

9. The development team will assign one member from the team to complete a [Quality Matters Self-Review](#) of the template, using the current OAB checklist in the Quality Matters system.

10. An instructional designer will complete a preliminary review of the course as a student and ensure all content is visible and accessible.
    a. The ID will use oab.lead to access the course.
    b. A report of the findings will be created and provided to the lead faculty.

11. An application will be created in QM with the lead faculty as the course representative.
    a. OAB coordinator will supply faculty with a help document to complete the worksheet.

12. The lead faculty will complete the online course worksheet in QM that will serve as a guide to the OAB review team.

13. Upon completion of the course worksheet and the preliminary review by the ID, the course will be added to the OAB review schedule.

14. OAB chair will determine which courses are reviewed during each cycle and assign the three-person review team. The review team will include:
    a. Subject matter expert;
    b. Lead reviewer(chair);
    c. Third reviewer.

15. The OAB coordinator will add the three members of the review team to the review application in Quality Matters.

16. Each of the three reviewers will conduct an independent review of the course using the OAB Checklist in the Quality Matters system.
    a. The subject matter expert should complete the review within one week.
    b. The lead and second reviewer completing their reviews within the second week.

17. The lead reviewer will submit a final report after the reviewers submit their individual checklists. The final report will summarize the annotations and recommendations from the review team.

18. When the review has been completed, the course representative, template development team, district discipline dean, and the district discipline faculty lead will receive an email with a copy of the final report designated as "Course Met Standards" or "Course Not Yet Met Standards."
    a. **If a course has met standards,** the Course Representative will electronically sign the review in Quality Matters, using the *Review Outcome Response Form*. The Course Representative will continue to have access to the Final Report online in the Closed Reviews section of MyCR in Quality Matters.

b. **If a course does *not* meet standards**, a link to complete the *Review Outcome Response Form* will be included in the email. The Course Representative has 14 days to complete Review Outcome Response Form indicating their intention to update the course or withdraw the review. The faculty will have 90-days to update the course. After updates have been made to the course, the course representative will complete the *Amendment Form*. The OAB Lead Reviewer will review the Amendment Form and mark the course as Met Standards or Not Yet Met on the *Amendment Form*.

OAB Resources

- Course Review Checklist
  - Online Checklist
  - Hybrid Checklist
- Course Review Worksheet
  - Course Review Worksheet Help Document
- Course Format Flowchart
- Course Format Descriptions
- Canvas Course Framework
- OAB Self-Review Directions

Flowchart

OAB Coordinator Conducts Audit	OAB Chair Assigns Review Team Members	Review Team Conducts Review
DDD or DDL Designates Lead Faculty to Devleop Template	Lead Faculty Completes the Course Worksheet in QM	Lead Reviewer Submits Final Report
Designated Faculty and Team, Develop Course in the District Template	OAB Coordinator Creates a Review Application in QM	Final Report is Sent to All Parties and Added to the Database
Development Team Member Conducts Self-Review of teh Template	Instrucitonal Designer Conducts a Preliminary Reivew of the Template	

Updated: April 10, 2024